

4. Other EH&S Requirements at LBNL

4.1 Hazard Communication

LBNL is committed to following the federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (or Right to Know law) and the OSHA Laboratory Standard (29 CFR 1910.1200 and 29 CFR 1910.1450). These standards require that you must be provided with health and safety information necessary to protect yourself against potentially harmful exposures to hazardous substances. A hazardous substance is any chemical or material that can harm your body either at the time of or after the exposure.

LBNL's hazard communication program is described in Pub 5341, Chemical Hygiene and Safety Plan (CHSP). The CHSP describes our hazardous material labeling system and has a link to access our Material Safety Data Sheet database. The CHSP may be accessed from the Laboratory's A-Z Index.

4.2 Visitor/Gate Access

When entering LBNL, all visitors are required to show a valid photo-identification card, provide citizenship information, and register on the Visitor's Log. Employees with a Lab ID may vouch for a visitor either on the shuttle bus or at the gate and must assume responsibility for that person while on the site. Visitors arriving at the gate who have not been cleared will remain at the gate area while their host is being contacted.

4.3 Vehicle Safety

The maximum speed limit at LBNL is 25 mph. However, lower speeds are often necessary due to the hilly terrain, wildlife, and frequent hazardous conditions such as road repair, wet weather, poor visibility, and pedestrian traffic. Drive carefully, and always wear seat belts.

Park in designated areas only. Do not block access areas needed by emergency vehicles. For parking and traffic concerns contact Security.

4.4 What Should I Do in the Event of an Accident or Incident?

In case of fire, explosion, gas leak, chemical or radiological accident, or any other emergency, evacuate from the immediate area to prevent further injury. Get help from professional emergency responders by calling the appropriate emergency number listed on the first page of this pamphlet.

4.5 Management of Hazardous Materials and Wastes

Hazardous wastes and chemicals, radioactive materials, medical waste, and contaminated equipment must be managed appropriately to prevent exposures or injuries to LBNL staff, the general public, and the environment. All visitors, employees, and subcontractors who generate hazardous waste at LBNL must comply with federal regulations, state regulations, and Lab requirements for waste storage, characterization, and labeling. No waste generated at LBNL may be removed from the site. LBNL retains all legal liability for waste generated on site and will provide appropriate disposal.

4.6 General Employee Radiation Training

A variety of radioactive materials and radiation producing machines such as x-ray machines, electron beam devices, and accelerators are used to conduct research at LBNL. If you are visiting LBNL facilities, you must complete EHS0470, General Employee Radiation Training (GERT) unless escorted at all times on LBNL property. GERT can be completed online at the EH&S Training Web page. If you are unable to access the online training, contact your LBNL host.

NOTES:



Environment, Health & Safety Division

EH&S Orientation For Non-Construction Subcontractors, Vendors & Guests

IMPORTANT CONTACT INFORMATION

Your LBNL Contact Person:

Site Access: (510) 486-4551
Security: (510) 486-4855

Site Access is located in Building 65A
Office hours: 8:00–12:00 & 1:00–4:00 pm

IN CASE OF EMERGENCY

From a "Lab" Phone (486 or 495 PREFIX):
DIAL 7911

From a 642 or 643 PREFIX:
DIAL 9911

From any other location:
DIAL 911

Immediately report all accidents to your supervisor and your LBNL contact whether or not an injury has occurred.

All non-construction subcontractors, vendors, and guests who plan to work at LBNL are required to do the following:

- Perform all work safely with full regard to the well-being of workers, guests, the public, and the environment, and protect property from damage or loss as a result of LBNL's activities.
- Be familiar with all EH&S requirements that apply to all who work at LBNL.
- Know the hazards in your assigned work area, the level of protection required, specific safe work practices, and applicable health and safety requirements.

Complete a Subcontractor Job Hazards Analysis and Work Authorization form and attend a pre-job meeting with your LBNL host before performing any hands-on work at an LBNL facility. **Perform only work activities for which you have been authorized by LBNL.**

1. Integrated Safety Management System (ISMS) Core Functions

When you work at LBNL, apply these five core ISMS functions to any task that could potentially affect the public, the workers, and the environment:

- 1) Define the scope of work.
- 2) Analyze the hazards.
- 3) Develop and implement hazard controls.
- 4) Perform work within the controls.
- 5) Provide feedback and continuous improvement.

2. Subcontractor Flow-Down of Safety and Health Requirements

The DOE Worker Safety and Health Program (WSHP) requires LBNL safety and health requirements flow down to subcontractors and vendors, and there is verification that requirements are being met.

2.1 Below Are Some of the Flow-Down Requirements at LBNL

- Integrated Safety Management System is required.
- 10 CFR 851, DOE Worker Safety & Health Program compliance is required, uses Federal OSHA Rules (29CFR1910), and makes NFPA 70E, "Standards for Electrical Safety in the Workplace" LBNL law.
- General Employee Radiation Training (GERT) must be completed.
- Use fall protection 100% of the time when working above 6 ft.
- Dig and Penetration Permits are required.

In addition, when working at LBNL:

- Know the fire exit locations and routes of egress from the building that you are working.
- Park in designated parking areas.
- Following all instructions from your host, and request guidance if you have questions.

3. LBNL Non-Construction Safety Assurance

Before you perform hands-on work at an LBNL facility, you are required to complete a Subcontractor Job Hazards Analysis and Work Authorization (SJHAWA), read this orientation, attend a pre-job meeting, and sign and date the SJHAWA.

3.1 What Is Defined as Hands-On Work?

The following activities are examples of hands-on work:

- Use of hand or power tools.
- Repair or service of a device, apparatus, machine, or mechanism.
- Material handling.
- Handling or disposing of chemicals, compressed gas, or a hazardous, radioactive or bio-hazardous material.

The following activities are NOT defined as hands-on work, unless they also include an activity associated with hands-on work (see above):

- Office & administrative work
- Computer programming
- Attending or making a presentation or providing classroom training
- Supervision of a worker(s) who is not performing hands-on work
- Document archiving
- Financial auditing
- Photography
- Language translation
- Chauffeur or taxi services

3.2 What Is a Subcontractor Job Hazards Analysis and Work Authorization?

The SJHAWA identifies the work hazards and controls, and is a work authorization document.

The SJHAWA includes the following:

- Description of the work phase or activity (scope of work).
- Identification of the potential hazards associated with the activity.
- A list of the Subcontractor's planned controls to mitigate the identified hazards.

3.3 What Occurs at a Pre-Job Meeting?

After you have completed and submitted an SJHAWA and reviewed this EH&S orientation, you are required to meet with your LBNL host to review the SJHAWA, discuss any questions regarding working safely at LBNL, and sign and date the SJHAWA. If a safe work or electrical authorization is required, the authorization will need to be obtained before your work can begin.